



Statement of Organization INAUGURAL COMMITTEE

Type of Statement		
<input type="checkbox"/> New Committee	<input type="checkbox"/> Amended Statement	
Name of Committee		
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Insert full name of committee (you may include acronyms, but please spell them out)		
Committee Mailing Address		
Street/PO Box (*See Instructions)		
City, State, Zip Code		
()	()	
Business Phone	Fax	E-Mail Address (*see instructions)
Elected Official Information		
Name of the Elected Official Committee for Whom Committee is Organized		
Residence Address		
City, State, Zip Code		
Committee Depository		
Primary Financial Institution and Address	Secondary Financial Institution and Address	
Electronic Filing Agreement		
<p><input type="checkbox"/> Electronic Filer - I, as treasurer of this inaugural committee, intend to file all required campaign finance disclosure reports to the State Board of Elections by electronic means. I agree that, if at anytime the referendum committee does not intend to file electronically, I will submit an amended Statement of Organization stating such.</p> <p><input type="checkbox"/> I intend to electronically file using Virginia's <i>VAFiling</i> Program.</p> <p><input type="checkbox"/> I intend to use an SBE Approved Vendor</p> <p style="margin-left: 40px;">_____ (Please Enter Name of Vendor)</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>Signature</div><div style="width: 45%;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>Date</div></div>		
<p><input type="checkbox"/> Paper Filer - I, as treasurer of this inaugural committee, understand that if I choose to file this campaign's finance disclosure reports on paper that I must submit the reports to the State Board of Elections and to the electoral board where the candidate resides.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>Signature</div><div style="width: 45%;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>Date</div></div>		



Statement of Organization INAUGURAL COMMITTEE

Treasurer and Books Information		
Treasurer	<div style="display: flex; justify-content: space-between;"> Mr./Ms. Last Name First Name </div>	
	Business Address, City, State, Zip Code	
	<div style="display: flex; justify-content: space-between;"> Street Address (Residence) Suite # </div>	
	City, State, Zip Code	
	Email Address (*see instructions)	
	Daytime Phone #	
Custodian of the Books	<div style="display: flex; justify-content: space-between;"> Mr./Ms. Last Name First Name </div>	
	Business Address, City, State and Zip	
	<div style="display: flex; justify-content: space-between;"> Street Address (Residence) Suite # </div>	
	City, State, Zip Code	
	Email Address (*see instructions)	
	Daytime Phone #	
Address Where Books are Maintained	<div style="display: flex; justify-content: space-between;"> Street Address (P.O. Boxes are Not Acceptable) Suite # </div>	
	City	State
	Zip	
Statement of Treasurer		
<p>I accept the appointment of Treasurer for this committee. I understand that I am required to comply with the provisions of the Campaign Finance Disclosure Act (Title 24.2, Chapter 9.3 of the <i>Code of Virginia</i>). I understand that I must truthfully report all monies and things of value which this inaugural committee receives or expends in a timely manner. Civil penalties will be assessed in the manner required by the <i>Code of Virginia</i> for late or non-filed reports. I also understand that if I provide false information on any document submitted to the State Board of Elections that I may be subject to the provisions of § 24.2-1016 which is punishable by a Class 5 felony.</p>		
<div style="display: flex; justify-content: space-between;"> Signature Date </div>		



Instructions for Completing This Form

General Guidelines

- 1) Inaugural committees must submit the original, signed version of this form to the State Board of Elections at 200 N. 9th St., #101, Richmond, VA, 23219. Facsimiles and copies will not be accepted.
- 2) This form must be written in ink or typed or it will be rejected.
- 3) All requested information on the form is required unless otherwise noted below.
- 4) An amended Statement is required to be filed within 10 days of the change if **any** of the information reported on this form changes. Failure to amend this form in a timely fashion may result in civil penalties of up to \$500 to be assessed according to the procedure described in the *Code of Virginia*.

Type of Statement

- 1) Check the box that applies to the type of Statement that you are filing.

Name of Committee

- 1) Please insert the full name of your committee. You may include the acronym but you must spell out all acronyms for you committee.

Committee Mailing Address

- 1) Insert the committee's primary mailing address.
*§24.2-952.1 states that referendum committee must have an address that is located within the boundaries of the Commonwealth.
- 2) Insert the committee's primary business phone and fax number.
- 3) Insert the Committee's e-mail address.
*This information is required if your committee intends to file electronically. Otherwise, it is optional.

Committee Depository

- 1) Insert the name and address of the committee's depository (Bank Name).
- 2) Insert the name and address of the committee's secondary depository (if one).

Elected Official Information

- 1) Indicate the name and residence address of the elected official on whose behalf the committee was organized.



Instructions for Completing This Form (cont.)

Officer Information

1) Treasurer

- a) Insert the name and business and residential address of the person who will be responsible for maintaining and keeping accurate financial records and reporting these records on the prescribed forms.

***Note:** The Treasurer must be a resident of the Commonwealth of Virginia.

b) Email Address

***Note:** An email address for the treasurer is required if the committee intends to file electronically (see below for e-filing requirements). The email address is optional for all other committees.

2) Custodian of the Books

- a) Insert the name and business and residential address of the custodian of the books (if one).

Filing Method

- 1) Indicate whether the committee intends to file all of their campaign finance reports electronically.

NOTE

*Inaugural committees that intend to raise more than \$10,000 or who intend to spend more than \$10,000 in a single calendar year are required by § 24.2-952.6 to file electronically.

▪ **VA Filing Option**

- If you choose to use SBE's VAFiling software, SBE will provide you with instructions on how to obtain your software when your Statement of Organization is acknowledged.

▪ **Approved Vendor Option**

- If you choose to contract with a private company, SBE recommends that you use an "Approved Vendor." These companies meet SBE's standards for e-filing. Although you are free to use any company you wish, we cannot guarantee that the company you choose will comply completely with SBE's standards. As a result, your committee may end up paying penalties for incomplete, late or un-filed reports. For a list of "Approved Vendors" please visit our website: <http://www.sbe.virginia.gov/>